



Office of the Auditor of State

Suzanne Crouch

Accounts Payable Updates

Board and Commission Payment Reporting Reminder

The IRS completed a review of all payments created by the State of Indiana. They discovered that all payments processed for Board and Commission members should be paid through payroll, taxed as earnings, and reported on a W-2.

All payments to Board and Commission members will now be treated as wages, paid through the Auditor of State's payroll process, and will be reported on a W-2 at the end of the year. This includes travel payments where the individual is traveling to the same location for more than one year.

If you have any questions, please contact Brent Plunkett at 232-3299.

P and T Card Payment reminders

1. T/Card and P/Card purchases should never be processed on the same voucher.
2. Pay only from the Central Bill (not individual card statements).
3. Each statement needs to be processed on one voucher with multiple invoice/distribution lines. (Instructions on how to process the statement is located at: ENCOMPASS > ENCOMPASS Documents > Training Documents > Accounts Payable > [P-Card Information voucher](#).)
4. Agencies must pay statements in full each month.
5. The account number needs to be in the payment message field.
6. When processing multiple JP Morgan vouchers, please select the Separate Payment box on the payments tab of the voucher.

Internet Reimbursements

The money paid to state employees for Internet reimbursements is a taxable fringe benefit to those employees and will be paid through payroll, taxed as earnings, and reported on a W-2.

Please submit Internet reimbursements to the Auditor's Office payroll department (with your regular bi-weekly payroll). Use Earnings Code '2F' (form attached) to submit the Internet reimbursements.

The 2014 fiscal year is now closed, and I want to say thank you for making it such an efficient, successful year for the State of Indiana.

Our new auditor, Suzanne Crouch, wanted me to share her appreciation as well and encourage you to continue ensuring that Indiana remains the envy of the Midwest and the nation.

- Mary Reilly, AP Director

AOS No Longer Accepts 2009's Vendor Info Forms

Due to recent changes to the W-9 form by the IRS, the accounts payable department in the Auditor of State's office is returning to the W-9 and Direct Deposit forms in lieu of using 2009's Vendor Information Form. AOS no longer accepts Vendor Information Forms. The new forms have been posted to our [website](#) and to the [State Forms Catalog](#). These are revised versions of previous forms; do not use versions of the W-9 or DD form dated prior to August 2013 or they will be returned for correction.

Any questions can be directed to vendors@auditor.in.gov.

Helpful Tips:

1. When submitting new vendors, both forms must be completed, submitted and stapled together in the upper left hand corner.
2. When only changing an address, only the W-9 is required if the vendor is active and already has bank info on file.
3. When changes need to be made to the bank info, both the W-9 and DD forms must be submitted and stapled together in the upper left hand corner.
4. When email addresses need changed, both forms must be sent and stapled together in the upper left hand corner, however no bank info is required.



Front: Jessica Gillum, Jackie Carr, Greg Piersall
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